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ABSTRACT

Programs for North Dakota's long-range library development have been planned which will provide for meeting the assessed needs of the state's population insofar as funds permit, and insofar as it is possible to satisfy these needs through the provision of public library service. The assessment of needs of student clientele and the development of programs to satisfy these needs by state supported academic libraries is the responsibility of each college and university and the State Board of Higher Education, and of school libraries by each local school district and the State Department of Public Instruction. The State Library's role is to provide supplementary resources and services and to coordinate the various library programs and projects insofar as possible. The programs set forth in this plan are: State Institutional Library Service; Library Service to the Physically Handicapped; Library Service to the State Government; Library Service to the Disadvantaged; Statewide Library Service, Planning, Research, Education; Library Service to Special Groups of Persons; Incentive grants for the establishment and improvement of public library services; Grants-in-aid for improved library service; Interlibrary cooperation; and Construction of public library facilities. (A related document is ED043 355.) (Other State Plans are: LI003985-003993, LI003995-004004, LI004027-004029, LI004031-004035, and LI004038-004046.) (Author/SJ)

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ED 070478

NORTH DAKOTA STATE PLAN

FOR LONG-RANGE LIBRARY DEVELOPMENT

State Library Commission

Bismarck 58501

August 1972

William L. Guy
Governor

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Director of Institutions

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State Librarian

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Minutes of the Meetings of the North Dakota Advisory Council on Libraries, 1970-71.

A Study of the Adult Information and Reading Needs in Velva, North Dakota (in progress).

A Study of Regional Library Needs in Williston, North Dakota (in progress).

Individual Consultations, 1970-71.

1.3 Programs and projects.

1.31 Programs.

Programs have been developed which will provide for meeting the assessed needs of the state's population insofar as funds permit, and insofar as it is possible to satisfy these needs through the provision of public library service.

The assessment of needs of student clientele and the development of programs to satisfy these needs by state supported academic libraries is the responsibility of each college and university and the State Board of Higher Education, and of school libraries by each local school district and the State Department of Public Instruction.

The State Library's role is to provide supplementary resources and services and to coordinate the various library programs and projects insofar as possible.

The programs set forth in this plan are:

a. State Institutional Library Service.
b. Library Service to the Physically Handicapped.
c. Library Service to State Government.
d. Library Service to the Disadvantaged.
e. Statewide Library Service.
f. Planning, Research, Education
g. Library Service to Special Groups of Persons.
h. Incentive grants for the establishment and improvement of public library services.
i. Grants-in-aid for improved library service.
j. Interlibrary cooperation.
k. Construction of public library facilities.

1.32 Projects.

Projects under each program are detailed in the Annual Program and show the objectives, methods, special characteristics and problems of each project.

1.0 General conditions.

1.1 Development.

This long-range program was developed by the State Library with the advice of the North Dakota Advisory Council on Libraries and in consultation with the Regional Program Officer of Region VIII of the U. S. Office of Education.

This long-range program will be reviewed annually and revised in accordance with changing needs in North Dakota and to qualify for assistance under the Library Services and Construction Act.

Results of evaluations and surveys by the State Library and the North Dakota Advisory Council on Libraries will be incorporated into the annual revisions of the long-range program.

1.2 Needs assessment.

Insofar as possible, an assessment of the library needs of the general population and special groups has been made and is included in the appropriate sections of this program.

Surveys, questionnaires, interviews, and informal conversation have been the methods used to determine the assessment of library needs. A more exhaustive assessment of needs will be done as this plan develops, as will a delineation of what needs may properly be satisfied through the provision of public library service.

Needs assessment studies used in the preparation of this long-range program:

Berninghausen, David K. and others. Library Services in North Dakota; Report of a Survey Conducted for the State Library Commission and the State Historical Society. Minneapolis, University of Minnesota Library School, 1966. 70p.

An Investigation of the Ideas on Interlibrary Cooperation in North Dakota; A Report Presented to the North Dakota State Library Commission, by Dennis N. Page and Michael M. Miller. June, 1967. 25p.

A Study of the Availability of a Film Circuit Library for the Public Libraries of North Dakota, by Ora Marie Stewart. August, 1971. 1 vol.

"Reports of Regional Task Forces for Library Development, 1971." 1 vol.

A Time to Pause (Questionnaire to Librarians, 1971)

A Time to Pause (Questionnaire to Library Board Presidents, 1971)

1.4 Evaluation and reporting.

1.41 Evaluation.

Policies and procedures for the periodic evaluation of the effectiveness of programs and projects is provided for in each section of the Long-range Program.

1.42 Reporting.

Policies and procedures for appropriate dissemination of the results of evaluations and other information pertaining to the programs and projects are provided for in each section of the Long-range Program. An overall report on each fiscal year's project will be prepared by the State Library and submitted to the Regional Office of the U. S. Office or Education.

1.5 Coordination.

Policies and procedures for the effective coordination of programs and projects supported under the LSCA with the programs and projects supported by other federal, state, or local funds are provided for in each section of the Long-range Program.

1.6 Interlibrary cooperation.

Criteria, policies, and procedures for the approval of applications for interlibrary cooperation under Title III of LSCA have been provided for in the appropriate section of the Long-range Program.

1.7 Construction.

Criteria, policies, and procedures for the approval of applications for the construction of public library facilities under Title II of LSCA have been provided for in the appropriate section of the Long-range Program.

Assurance is given that every local or other public agency whose application for funds under the Plan with respect to a project for construction of public library facilities is denied will be given an opportunity for a hearing before the State Library.

1.8 Administration of the State Plan.

All sections of this Plan are administered by the State Library.

The administrative staff of the State Library consists of:

a. The State Librarian.
b. The secretary to the State Librarian.
c. An administrative assistant in charge of finance.
d. A bookkeeper.

The State Library is the State Library Commission.

The Director of Institutions constitutes the State Library Commission.

The State Librarian is the Secretary and Director of the State Library Commission.

The library services provided to individuals and libraries by the State Library are administered by the Head of Library Services. The library services are provided by a staff of fifteen FTE* persons, a collection of 85,000 books, periodicals, recordings, and filmstrips in an area of 10,820 square feet of leased space.

1.9 Criteria and priorities for allocating funds under Title I of the Act.

1.91 Criteria.

a. Consistency with State Plan
b. Need for assistance under the Act.
c. Feasibility of projects to carry out program.
d. Contribution to the overall improvement of the condition of library services in the state.
e. Cost-benefit to the whole state and to special conditions.
f. Maintenance of effort on the part of state and local library agencies.
g. State Library Standards for service and facilities.
h. Coordination with other services to groups or areas.

These criteria are consistent with the criteria set forth in the basic State Plan.

1.92 Priorities.

Priorities in allocating funds under Title I of the Act are:

a. State Institutional Library Service at an amount not less than the amount expended during the fiscal year 1971.

b. Library Service to the Physically Handicapped at an amount not less than the amount expended during the fiscal year 1971.

c. Administration of the State Plan.

d. Library Service to State Government.

e. Library Service to the Disadvantaged to the extent that sufficient funds are also available to continue to develop a foundation of general

* full-time equivalent

public library service throughout the sparsely populated areas of the state.

f. Statewide library service.

g. Planning, research, education.

h. Library service to special groups of persons.

i. Incentive grants for the establishment and improvement of public library services.

j. Grants-in-aid for improved library services.

While the above list is in hierarchal order, funds may be allocated in all categories even though only portions of each program may have active projects. The State Library prefers to work across broad fronts at this time so that many facets of library service may be explored and evaluated.

2.0 State Institutional Library Service.

2.1 Purpose.

The objective is to provide to state institutionalized persons an opportunity to develop their educational, economic, and cultural potential through the utilization of library services.

2.2 Description of population group.

State institutionalized persons include 139 inmates of the State Penitentiary and State Farm, Bismarck; 114 residents in the State Industrial School, Mandan; 732 patients in the State Mental Hospital, Jamestown; 33 students in the School for the Blind, Grand Forks; 118 students at the School for the Deaf, Devils Lake; 1,206 students and patients in the School for the Mentally Retarded, Grafton; 242 patients in the San Haven State Hospital, and 100 residents in the Soldier's Home, Lisbon.

2.3 Assessment of needs.

The population in each of the state institutions has access to a library located within the institution. The quantity and quality of library services varies among the institutions. The nature of the library depends upon the special characteristics of the clientele served. In general, additional staff, materials, equipment and space are needed in each of the libraries in the institutions. National library standards appropriate to each institution is an objective to be attained. Each institution will undertake an assessment of their clientele's need for improved library service. Since the library is an integral part of the institution's program of education, treatment, or care, the staff of the institution, in consultation with the State Librarian, and in accordance with the national standards, shall provide a needs assessment as part of their annual application for LSCA funds.

2.4 Policies, programs, priorities, coordination.

2.41 Policies.

The library in each institution is an integral part of that institution's program of education, treatment, or care. The State Library acts in an administrative and a consultant capacity, as a coordinating office, and as a supplementary resource for library materials and services.

2.42 Program.

Upon application, LSCA grants are made to the institutions, in accordance with the priorities set by the State Library.

2.43 Priorities.

Priority shall be given to those institutions which exhibit greatest need and which indicate promise of institutional initiative to improve their library program toward attaining national standards.

2.44 Coordination.

a. Coordination shall be effected by the State Library to the greatest extent possible with other sections in this State Plan (such as the physically handicapped and senior citizens) and with other federal, state, and local programs.

b. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

2.5 Eligible agencies to administer programs.

Agencies eligible to administer a program under the supervision of the State Library are limited to:

a. The North Dakota State Library.

b. State supported institutions:
(1) State Penitentiary, Bismarck.
(2) State Industrial School, Mandan.
(3) State Hospital, Jamestown.
(4) State School for the Blind, Grand Forks.
(5) State School for the Deaf, Devils Lake.
(6) State School for the Mentally Retarded, Grafton.
(7) State Soldier's Home, Lisbon.

2.6 Criteria for determining the ability of the state institution to administer the program.

a. An administrator who understands and supports the library component of his institution program.

b. A library staff properly trained to carry on the project.

c. Adequate physical facilities and equipment to deliver library services.

d. Evidence that present funds are being used economically and efficiently.

e. Evidence that any funds granted will be used to supplement rather than substitute for institutional effort.

2.7 Criteria for determining feasibility of a project.

a. Objectives consistent with State Plan.

b. Sound assessment of needs:

(1) Characteristics of identified group.
(2) Population of group.
(3) Location of group.
(4) Sources of information.

c. Outline of services and method of delivery.

d. Feasibility of project:

(1) Adequacy of staff, materials, and physical facilities.
(2) Probability of delivery of services to clientele.
(3) Cost-benefit and contribution to the statewide program.
(4) Quality and permanence of service.

e. Financial requirements:

(1) Available LSCA funds.
(2) Available local matching funds.
(3) Ability to sustain program.
(4) Maintenance of local effort.

f. Coordination with other services to group.

2.8 Eligibility for service.

Individuals who are residents, patients, or inmates in the state institutions designated in section 2.5 are eligible for this special library service.

2.9 Evaluation of projects and of program.

2.91 Evaluation.

a. Periodic evaluation of the effectiveness of programs and projects is required.

b. Evaluation of individual projects will be accomplished by advisory groups within the institution composed of the librarian, staff, and users appointed by the institution in consultation with the State Library. Statewide evaluation will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

2.92 Reporting.

a. Appropriate dissemination of the results of evaluation and other information pertaining to the programs and projects is required.

b. Descriptive and evaluative reports will be prepared by the state institution advisory group and submitted to the State Library at least annually. A descriptive and evaluative annual report will be prepared and published by the State Library.

2.93 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by the state institution to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show state and federal funds expended for the library program in categories required by the State Library.

3.0 Library Services to the Physically Handicapped.

3.1 Purpose.

The objective is to provide an opportunity for persons who are unable to read or use conventional printed material as a result of physical limitations, to develop their educational, economic, cultural, and recreational potential through the use of library services.

3.2 Description of population group.

The North Dakota Division of Vocational Rehabilitation estimates that there are 2,378 persons in the state who have visual impairments to the extent that they are unable to carry on or are limited "in amount or kind of major activity." In addition, there are 2,195 persons with complete or partial paralysis that they are unable to carry on or are limited "in amount or kind of major activity."[1]

As of April 1, 1972, there are 750 persons certified to receive library service from the Regional Library for the Blind or Handicapped. An additional 400 persons are considered to be potential users of this service.

3.3 Assessment of needs.

This population group is, to a large extent, immobile because of their physical limitations. Thus, it is necessary to provide special means to bring library service and the person together. The State Library will use the resources of the State Division of Vocational Rehabilitation, the State Social Services Department, the Department of Health, and other public and private agencies to locate persons with physical handicaps who qualify for this special library service.

Because of the population group's inability to read conventionally printed material, special library material must be provided, such as tape cassettes, talking books, braille, and large print books. Special equipment may also be necessary, such as automatic page turners, tape cassette players, and special 8 1/3 rpm record players.

Staff working with this population group may require special training.

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[1] *North Dakota. State Division of Vocational Rehabilitation. Statewide Planning for Comprehensive Vocational Rehabilitation Services. Bismarck, Dec. 31, 1968. p. 123.*

3.4 Policies, programs, priorities, coordination.

3.41 Policy.

It is the policy of the State Library that physically handicapped persons shall have equal access to library services as other North Dakota residents, insofar as possible.

3.42 Programs.

a. Service to persons in nursing homes, hospitals, and other institutions and to persons in private homes may be provided by the following methods:

(1) Special delivery service of library materials by a library staff member or a volunteer by means of a library vehicle or a private carrier.

(2) Traditional mail delivery service.

(3) Special transportation of the handicapped to the library by a library staff member in a library vehicle, or by providing free public transportation (bus or taxi), or in a private car by volunteers.

(4) Newer ways made possible by technology such as cable television.

b. Personnel training.

Special training may be provided to personnel working with the physically handicapped through workshops, institutes, and informal training sessions.

c. Standards.

Programs shall be in accordance with appropriate national library standards, insofar as possible.

3.43 Priorities.

Priorities for the provision of library service to the physically handicapped shall be given to:

a. The State Library in its provision of a statewide library service.

b. Public libraries which serve as a regional resource center and which have an active program of extending their services to the physically handicapped in institutions and homes on a regional basis.

c. Local public libraries which have an active program of extending their services to the physically handicapped in institutions and homes.

d. Community libraries which have an active program of extending their services to the physically handicapped in institutions and homes.

3.44 Coordination.

a. Coordination shall be effected by the State Library to the greatest extent possible with other sections in this State Plan (such as library service to state institutions, senior citizens, and other physically handicapped persons who do not qualify under this section of the Plan) and with other state and local programs.

b. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

3.5 Eligible agencies to administer programs.

Agencies eligible to administer a program under the supervision of the State Library are limited to:

a. The North Dakota State Library.

b. State Departments responsible for the physically handicapped.

c. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/03.

d. School districts operating community libraries in accordance with State Library standards.

e. State or community colleges operating regional libraries in accordance with State Library standards.

3.6 Criteria for determining the ability of the public agency to administer the program.

a. An administrator who understands and supports the special library services to the physically handicapped.

b. A library staff properly trained to carry on the project.

c. Ability to maintain adequate financial records and an ability to prepare financial, statistical, and evaluative reports on the project.

d. Adequate facilities, equipment, and materials to deliver the special services.

e. Evidence that present funds are being used economically and efficiently.

f. Evidence that the grant is to supplement rather than substitute for local or state effort.

3.7 Criteria for determining feasibility of a project.

a. Objectives consistent with State Plan.

b. Sound assessment of needs.

(1) Characteristics of identified group.

(2) Population of group.

(3) Location of group.

(4) Sources of information.

c. Outline of services and method of delivery.

d. Feasibility of project.

(1) Adequacy of staff, materials, and physical facilities.

(2) Probability of delivery of services to clientele.

(3) Cost-benefit and contribution to the statewide program.

(4) Quality and permanence of service.

e. Financial requirements:

(1) Available Library Services & Construction Act funds.

(2) Available local matching funds.

(3) Ability to sustain program.

(4) Maintenance of local effort.

f. Coordination with other services to group.

3.8 Eligibility for service.

Individuals who are physically handicapped because of blindness or other visual handicaps and certified by competent authority as unable to read or to use conventional printed material as a result of their physical limitation are eligible for this special library service.

The State Librarian, or persons designated by him, is the competent authority to certify individuals eligible for service.

Physically handicapped persons who do not qualify for service under this section of the State Plan, may qualify under Section 8.0.

3.9 Evaluation of projects and of program.

3.91 Evaluation.

Evaluation of individual projects will be accomplished by local advisory groups appointed by the local library in consultation with the State Library.

Statewide evaluation will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

3.92 Reporting.

a. Appropriate dissemination of the results of evaluation and other information pertaining to the programs and projects is required.

b. Descriptive and evaluative reports will be prepared by local, regional, and state advisory groups and submitted to the State Library at least annually. A descriptive and evaluative annual report will be prepared and published by the State Library.

3.93 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by the grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show local, state, and federal funds expended for the library program in categories required by the State Library.

4.0 Library Services to State Government.

4.1 Library law.

The authorization, duties and responsibilities for providing library services to state government are defined in the North Dakota Century Code. They are excerpted here and quoted with the appropriate code identification:

54-24-03. POWERS AND DUTIES OF LIBRARY COMMISSION. The State Library Commission shall:
-...Employ qualified library personnel to care for all library procedures;
-Make library materials available to libraries throughout the state and to individuals connected with departments of state...;
-Promote and assist by counsel and encouragement the formation of libraries and the improvement of those already established...;
-...Collect, maintain, and make available a reference and reading collection of books, slides, films and other graphic materials... such as will form a reference source for the officers of the state in the performance of their duties;
-Collect and maintain a collection of (state) publications (for state depository libraries)... (See also 54-24-09);
-Conduct, or arrange to have conducted, research into the conditions of library service in the state and produce written plans for the development and betterment of such service;
-Compile, or arrange to have compiled, union lists of resources of libraries...and make such lists available...

54-24-08. LIBRARY COMMISSION CONTRACTS FOR LIBRARY SERVICES. The State Library Commission is hereby authorized and empowered to cooperate with, and to contract with...governmental...agencies of the State of North Dakota...in the extension of library services.

54-24-02. LIBRARY COMMISSION OFFICES. The State Library Commission shall be furnished with...such suitable quarters as may be necessary for...the legislative reference collection.

54-24-09. DISTRIBUTION OF CERTAIN STATE PUBLICATIONS FOR CERTAIN LIBRARIES REQUIRED. ...The State Library Commission shall transmit (all publications issued by departments of state) to depository libraries distributed geographically over the state...

4.2 Purpose.

In addition to the state law which requires the State Library to provide library services to the agencies and officers of the state government, a state library and the use of its services is of primary importance to the intelligent conduct of the state's business and to the protection and welfare of the residents of the state and in the effective operation of administration agencies.

4.3 Description of state government clientele.

The government personnel served by the State Library information services are located in the 125 state agencies in the capitol city of Bismarck and the adjacent community of Mandan, consisting of approximately 2,500 employees. There are an additional 2,650 state employees at other locations in the state (not including those at the state academic institutions) who have access to State Library services via mail, CATS and WATS or regular telephone service and in some cases by teletype. There are about 125 separate departments and agencies of state government and a 147 member State Legislature and its Legislative Council. The state judiciary consults the local courthouse law collections, the Supreme Court Law Library in Bismarck, or the library at the University of North Dakota Law School, Grand Forks. The State Library buys only general books in the field of courts and judicial administration, law and legal problems, tax and business law, and other aspects of law which are of general public interest. The larger executive departments in the Bismarck area have their own specialized information collections to fill basic staff research and reference needs related to the statutory functions of their respective agencies. The larger of the departmental libraries are in the Highway Department, Business and Industrial Development Department, Health (including Mental Health and Retardation), Public Instruction, Social Services, and Vocational Education Departments. The Legislative Council has a collection of documents and reports from other states. The State Historical Society and the Supreme Court each have their very specialized collection. All of these larger agencies tend to use the State Library for supplemental services by requests through the departmental librarians although employees may, and frequently do, deal directly with the State Library. The many smaller agencies in the area are dependent primarily upon the State Library for all but the most technical reference tools and very specialized professional directories, journals, and periodic reporting services.

It is not uncommon, moreover, for state personnel to make use of the general fiction and non-fiction collection in the State Library, and the audio-visual collection of tape cassettes, filmstrips and recordings.

4.4 Assessment of needs.

The complex nature of state government responsibilities and services, its broad scope and infinite detail; inter-agency and intergovernmental relationships; the intra-agency development of planning and management techniques and the constant struggle with taxation-financing problems; and overall, the continuing goal of general citizen welfare; all these challenges require access to an organized broad collection of pertinent, high quality and timely information resources.

In 1966, the State Library contracted for a survey and report by a professional team under the direction of David K. Berninghausen on ways to improve library services in North Dakota. Among the 29 recommendations discussed for reorganization, expansion and improvement of services of the State Library, two are of special importance in relation to library services to state government.

One was that the Technical Processing Division of the library - that is the ordering of materials, check-in, preparation for circulation, cataloging and preparation of catalog card files - be done for all agencies of state government under the supervision of the State Library Director. According to the report, "The expensive duplication of effort in acquisition and cataloging will thus be reduced." The State Library has adopted this recommendation and offered the service to state agencies on a contract basis or under other special arrangements, but few agencies have taken advantage of it. Because of limitations of staff in the processing division and of consultant personnel in the library services to state government division, the State Library has been unable to aggressively promote this very useful technical library service. Not only would duplication of technical services be avoided, but some duplication of books, periodicals, and other library material might be reduced. The other most important asset is that government agency purchases of some less used and more general material can be added to the Union Catalog and the Union List of Periodicals so that a wider use may be made of them through the Network of Knowledge.

A second recommendation of the Berninghausen Report is for a statutory provision "to establish a Legislative Reference Service as part of the reference and circulation division of the general State Library." The State Library feels that this is a very important function of library services to state government and should receive first priority planning and funding under this section (perhaps the use of the word "legislative" is misleading, at least it is limiting). The North Dakota State Library considers any program created to serve needs of the legislature can also serve the executive agencies of state government. The North Dakota Century Code (54-24-02) specifies "suitable quarters" for "the legislative reference collection."

Section 54-24-03.8 instructs the State Library to "collect, maintain and make available a reference and reading collection... such as will form a reference source for the officers of the state in the performance of their duties." These two responsibilities may be carried out, and should probably be carried out for the sake of efficient and effective operation, as one State Library program.

At present, the State Library is located about two miles north of the Capitol Building. Space in the Capitol Building is needed for a reference service on government functions, a select collection of Federal and State documents, of frequently used reference tools and serial services and recent issues of periodicals and professional journals relating to government and current affairs. The reference service would have a professional staff familiar with the government collection at the State Library and experienced in government and/or the social sciences as well as in library services. Such a staff will furnish immediate answers to official phone or personal requests for information, or will know how to obtain the information within a reasonable time through the use of telephone messenger service, and the telecommunication Network of Knowledge services already established in the State Library Building. Deliveries of material housed at the State Library can be furnished regularly twice a day to the Government Reference Library in the Capitol or even more quickly if the need arises.

There are many other services needed to assist State Government in getting adequate information material and taking full advantage of resources which although they may be unfamiliar to state employees, are known or can be located by experienced library personnel. On request, the State Library provides consultant services to agencies. Giving adequate time to a complex agency problem is limited by library staff shortages. An interview for consultation is manageable; an analysis and recommendation in depth is usually impossible to accomplish. A program of group discussions and training sessions for agency personnel responsible for agency information collections is greatly needed. The one-to-one consultation is inefficient when many of the agencies have a similiar problem. This would be another way of acquainting agency personnel with what the State Library can do for them in the way of providing information resources as well as technical processing services. With a reference collection established in the Capitol and with such training sessions, agencies without librarians of their own would have an employee who would know how to make good use of State Library services.

The State Library would like to have enough professional research and reference staff to make bibliographic studies on request from government agencies. A trained person can do a literature search or obtain one already prepared in a far more efficient manner than an untrained person. Library personnel can accumulate material from a bibliography with resources on

hand and those available through the "Network." We can not conscientiously advertise this type of service without additional personnel, although it has been done on request and seems to be a very satisfactory service.

At the request of a legislative committee during the summer of '71, the Library Services to State Government Division made a questionnaire-type survey of periodical and serial subscriptions being purchased by agencies of the state government in the Bismarck-Mandan area. From the returns, the State Library produced a Union List of "Periodicals Received by North Dakota State Departments in the Bismarck Area, March, 1972."

The library also provides state officials with material for speeches upon request. This is a very valuable service which we should like to publicize but it is very absorbing of present staff time. There are other services we should like to initiate which we feel would be of value generally to state government and the public or specifically to a single agency or several agencies concerned with a complex subject such as environment and pollution control. This would include such things as annotated lists of information resources, including tapes, films, filmstrips, and microfilm media.

Obviously, the State Library's greatest need is additional personnel, professional, semi-professional and clerical. For establishing a day long reference library in the Capitol, the Library Services to State Government staff would need to be expanded from one part-time professional to a full-time professional reference librarian, an experienced library clerk, and a clerk-typist at least half-time. This staff could also be expected to do some of the many other needed and desirable services as time permitted.

4.5 Policy.

It is the policy of the State Library to provide the highest level of service possible to all branches of state government and to the general public on matters relating to state government.

4.6 Programs.

a. State government information collection. The State Library is putting special emphasis on selecting valuable material on state government, government administration, state legislatures, current governmental affairs and subject-matter of concern to state government. Two members of the staff - the director, and the librarian assigned to state government library services - have had professional experience in government library work and are qualified, therefore, to select relevant material on state government.

The State Library subscribes to 32 periodicals and journals devoted to functions of state government and government administration. The library also subscribes to several periodic services which relate to government literature, or to aspects of government such as taxation, labor law, housing, urban affairs, education, resources, and Congressional activities. The library has a special collection of U. S. Bureau of the Census volumes dating back several decades, and it has the privileges of a U. S. Depository Library to receive whatever federal government documents the State desires from the Superintendent of Documents.

b. North Dakota State Document Depository. This collection, which is part of the State Library reference services, is a legally required function. All agencies of state government are required by law to provide to the State Library twelve copies of each of their publications to be distributed by the State Library to specified major libraries in the state and a copy to the Library of Congress. These document depositories are a way of dispersing throughout the state for public use the periodic reports and special studies made in state agencies. It serves to preserve state documents for research purposes and accountability and to provide a source of information on education in the state, taxes and government financing, health data, environment information, and state planning, among many others, and provides a complete record of the activities of the State Legislature, and recently, of the Constitutional Convention.

c. Network of Knowledge (Union Catalog and telecommunication methods of obtaining library materials through interlibrary loan and reference information from other sources). The Network of Knowledge is described elsewhere as a service of the State Library to all the libraries and institutions of the state. It is an essential service also for fulfilling the information requirements of state government. Its services will be expanded when a reference library is established in the Capitol. Data from the departments of government will be more accessible to the State Library and so will the reference resources of the Supreme Court Law Library and the Library of the State Historical Society.

d. Technical Services. As mentioned previously, the State Library offers to the departmental libraries in state government the possibility of having all of their acquisitioning, book preparation and cataloging done in the Technical Processing Division of the State Library. This is now being done with some educational materials which are shelved and circulated in the State Library with the willing cooperation of the Director of Library Services of the Department of Public Instruction.

e. Publications. The State Library issues several series of publications, one of which is specifically directed to the interests of state agencies. It is entitled Recent Publications on Governmental Affairs, and is a periodic listing of selected new publications and articles on governmental functions.

The library also issues a monthly list of selected library acquisitions, arranged by broad subject headings, many of which relate to some function of state government. It is entitled Flickertale Selections and has a wide circulation in state agencies.

North Dakota State Publications, a semi-annual listing of North Dakota state publications received by the State Library for distribution to the state document depositories, is distributed to state departments. State agencies will know what other state agencies are issuing, and they can also check to be sure that their own agency is consistently filing 12 copies of their issuances with the State Library.

North Dakota Library Notes is a series of bibliographies. Some are for special interest groups, some for general use. A bibliography on state constitutions and constitutional revision had both governmental and public use. There is a bibliography on the administration of justice and jury trials which serves government, the public, and high school debate teams which were given this subject for debate in 1971-72. As the need arises and staff time permits, bibliographies are prepared and distributed. A forthcoming one is on technology as applied to education.

Tape Cassette Catalogs are issued as the collection grows. Each catalog is dovoted to a specific subject area. A recent one includes government, religion, ecology, economics, education, and world affairs. The State Library would like to be able to do a great deal more in the area of bibliography as a way of bringing selected items in the library collection, as well as ones available through interlibrary loan, to the attention of library users.

Another publication the State Library would like to revive is the NORTH DAKOTA BLUE BOOK, the last of which was prepared by the Secretary of State of North Dakota in 1961. It is a handbook of governmental and political information on North Dakota, lists of agencies and elected officials, legislators, mayors and other civic officers. Such a handbook frequently includes a short history of the state, the constitution, and other facts about the state. In other words, it is meant to be a current reference book on the state. It was generally biennial when the state officials and legislators were elected for two-year terms. Now most of them serve for four years and the BLUE BOOK could be issued to conform to such major changes.

f. Union Lists. The State Library has taken the initiative in organizing data into reference tools referred to as "union lists." The first was an alphabetical listing of the periodical holdings in the major library collections in the states of North Dakota and South Dakota. In March, 1972, a union list of periodicals subscribed to by the North Dakota government agencies which responded to a legislative committee questionnaire on their holdings was organized and issued alphabetically by the name of the periodical and the agency or agencies which receive it. It was distributed to the cooperating agencies and is available to others. A union list of special subject collections and their location in North Dakota would be an extremely useful and popular reference work but the research necessary to collect the data makes it a difficult and time-consuming list to prepare. On a contract basis, the State Library has in preparation a study of North Dakota authors and their works, but its completion date is at some distance.

g. State Agency Interviews. In the fall of 1970, with the hiring of an additional part-time librarian assigned specifically to offering and handling library services for state government, an agency interview program was initiated. Its purpose is to try to familiarize agency administrators with services the State Library is able to provide to State governments. The interviewer also inquires about the extent of information material in the agency and how much information is required by the agency from outside sources. What sources do they use and what staff is assigned to gather information and care for the collection in the agency? The interviewer suggests services from the State Library which may be useful in relation to specific needs of the agency. About 40 agencies have been interviewed. Most have been very cordial and receptive to library service programs. The indications are that agencies desire better organization of agency literature and appreciate information on other information sources. Most do not appreciate the necessity for having their information material "library-organized" under the supervision of a single staff member. Only departments with already organized libraries seem to understand what an asset a librarian can be to the work of the department personnel. The interviewer talks with department librarians or library clerks as well as with administrators. Good relations are easily established with library personnel in the larger agencies. Smaller agencies, boards, and commissions are much less likely to use extra-agency information resources, nor do they generally have enough intra-agency informational material to need it professionally organized. Many small agency administrators, however, are very glad to know what services the State Library has to offer and they want to receive relevant library publications and be notified of new library materials related to the work of their agency.

Agency interviews will continue as time allows, and there is a definite need for follow-up. The library makes a special effort to satisfy agency needs for new material and information through its regular book selection process, library publications, and individual form notices of specific new items which are ready for circulation.

With additional library personnel assigned to the Services to State Government Division, the library could take more initiative in bringing new material to the special attention of each agency of state government, and directing items to the attention of individual officials whose special interests will be kept on file. The more individualized library information service becomes, the more effective should be work performed by state employees and greater benefit accrues to the state as a whole.

h. Periodical scanning. There are about 32 periodical publications received regularly by the State Library which relate to state government, political science and public administration. An effort is made in what little staff time is available to scan these publications as they arrive. Exceptionally significant articles are photocopied and referred to appropriate state government professional employees and agency administrators. Selections are made also for the State Library publication entitled Recent Publications on Governmental Affairs. The library would like to be able to do a much more thorough periodical reference service since many of the most fruitful and timely ideas and information appear in professional journals and newsletter form.

i. Collection building. The State Library is giving special emphasis to acquisition of information materials dealing with staff responsibilities common to all state agencies - accounting and budgeting, program planning, staffing and personnel training, and office management. It is also gathering materials developed by and for state government in management functions and subject areas relating to state agency functions. Another area which is getting attention is the selection of significant government-associated material relating to current social problems - delinquency, drug and alcohol abuse, law enforcement, fire protection services, accident prevention and safety, ecology, environment, and consumer protection. And there is new material on problems related to financing of health, education and other social services. The library receives suggestions from government personnel, it examines reliable review media, including professional library literature, and checks the library holdings against selected and authoritative annotated bibliographies. This is another very important function of the Division of Library Services to State Government which can not be thoroughly done because of lack of staff time.

j. Special collections. When the state undertakes a special program such as constitutional revision, the State Library assumes responsibility for gathering as quickly as possible useful and reliable information on the subject. From various sources, the library built up a collection of books and pamphlets on constitutions and constitutional revision, and it assembled documents and reports from North Dakota files and from other states recently involved in rewriting or revising their constitutions and holding constitutional conventions. The library served the delegates and staff of the convention and the general public. The State Library subscribed to a statewide clipping service on the Constitutional Convention, and is compiling a chronological history of the convention by means of organized photocopying of news articles, editorial and columnist comment, letters to the editors, and cartoons. Experience with the Constitutional Convention is an example of the kind of reference and research service the State Library would like to be able to provide the state legislature if suitable space, funds, and staff were made available.

4.7 Coordination.

The State Library accepts responsibility for coordinating all state government library services as quickly as cooperation is forthcoming from the various governmental branches and executive agencies. It also is in a position to act as coordinator of library service from other libraries - public, academic, and out-of-state - to government agencies of North Dakota. With the use of the Network of Knowledge, this can be a great timesaver and it may result in savings by discouraging agencies from purchasing many pieces of informational material for which they may have only a very temporary need.

During the Constitutional Convention, the State Library discovered that, besides the ordinarily fine relationship it has with the university libraries, it experienced excellent cooperation with the Bureau of Governmental Affairs at the University of North Dakota, a relationship which is helpful in both directions.

State government is a civic and social function of society; the State Library is a binding element between the people and their government. The library gathers many kinds of material, much of it useful for the state legislature and executive agencies of the government. At the same time, much of this material, acquired because of its relevance to government, will be on subjects of interest to varying proportions of the state's population. By being a part of the State Library collection, government subject-matter material automatically becomes available for academic and public use for general reading, research purposes and informal education. In other words, coordinating library services to state government with service to the public through public and academic libraries in the state is fulfill-

ing one of the State Library's legal responsibilities "...to make library materials available to libraries throughout the state (and) to individuals connected with departments of state...".

An information center is effective only if it is well used; otherwise it becomes a mausoleum of neglected knowledge and unexplored ideas. Ultimately, it is the people of the state who suffer the consequences of unavailable or unused ideas and information.

4.8 Evaluation of projects and programs.

Periodic evaluations will be made by the State Librarian and staff and the results of such evaluations reported.

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5.0 Library Service to the Disadvantaged.

5.1 Purpose.

The objective is to develop a system of library services designed to meet the needs of the disadvantaged people in North Dakota and through these services to develop their cultural, educational and economic potential.

5.2 Description of population group.

The rural areas with high concentration of low-income families are:

a. Turtle Mountain Indian Reservation located in Rolette County. The reservation and adjacent trust land amount to 81,500 acres. The population, consisting of the Chippewa Tribe, is 7,380. The annual per family income is $1,539.00.

b. Standing Rock Indian Reservation located in Sioux County (and also in South Dakota). The reservation and adjacent trust land amount to 298,690 acres in North Dakota and 546,545 acres in South Dakota. The population, consisting of the Standing Rock Sioux Tribe, is 5,347 - 1,850 of which reside in North Dakota. The annual income per family is $3,200.00 or more for 18 percent of the families and less than $3,200.00 for 78 percent of the families. Unknown is 4 percent.

c. Fort Berthold Indian Reservation located in portions of the counties of Dunn, McKenzie, McLean, Mercer, and Mountrail. The reservation and adjacent trust land amount to 620,017 acres. The population, consisting of the Mandan, Hidatsa, and Arikara Tribes, is 2,720. The average annual income is $900.00 per family.

d. Fort Totten Indian Reservation located in portions of the counties of Benson and Eddy. The reservation and adjacent trust land amount to 180,968 acres. The population, consisting of the Wahpeton-Sisseton Sioux Tribe, is 1,988. The annual income per family is $1,100.00.

The urban areas with a high concentration of low income families are:

Cities	A	B	C
Fargo	1	10.7	53,365
Minot	2	13.8	32,290
Grand Forks	3	12.4	39,008
Bismarck	4	12.0	34,703
Jamestown	5	17.2	15,385
Mandan	6	19.9	11,093
Williston	7	12.3	11,280

A - Rank order of cities with household incomes of less than $2,500.00 per year.

B - Percentage of households in cities with income less than $3,000.00 per year.

C - 1970 census of population for total population of city.

The above information is taken from Poverty in North Dakota. Bismarck, State Economic Opportunity Office, 1970. 82p.

5.3 Assessment of needs.

Low educational attainment and high school drop-out rates are characteristic of areas of high concentration of low-income families whether they be urban or rural.

Cultural, economic, and political poverty are a product of a poor self-image on the part of the individual and to the group of which he is a part. The poor self-image is a product of many interwoven factors, none of which improved library service will correct by itself. However, improved library service can be a means by which a percentage of poverty-bound persons can improve their self-image through reading cultural materials about their race or class, or to improve their skills and educational attainment so as to raise them from the poverty level. The founding purpose of public libraries in the nineteenth century was thus.

All of the Indian children attend schools which have school libraries and the library is often better equiped and staffed than in many non-Indian rural areas. The public library service is generally quite inadequate. Turtle Mountain has a community library jointly funded by OEO and the State Library with Library Services and Construction Act funds. Fort Totten has no public library service, Standing Rock has county public library service, and Fort Berthold has bookmobile service supplied from adjacent urban centers.

Standing Rock has been chosen as a research and development site by the National Indian Education Association funded by USOE and should be in phase two of the project in fiscal 1973. From this study, much more data and a program should evolve which will influence the use of Library Services and Construction Act in North Dakota for service to the American Indian.

Since the simple provision of public library service by itself is only one step in the improvement of the community, a joint project with OEO or other interested public agencies is necessary to bring about a high utilization of the public library material available.

Public libraries are long established institutions in our major urban areas. Utilization of our urban libraries will largely depend upon the design of new delivery systems to the disadvantaged and a close working relationship with local antipoverty programs.

5.4 Policies, programs, priorities, coordination.

5.41 Policies.

It is the policy of the State Library that disadvantaged persons shall have equal access to all existing public library services as other North Dakota residents.

5.42 Programs.

Upon application, Library Services and Construction Act grants will be made to eligible agencies which can administer effective projects to help supplement library service to the disadvantaged persons.

5.43 Priorities.

Priority shall be given to those projects which:

a. Serve a large number of people who are disadvantaged.

b. Show innovative ways of reaching the disadvantaged with public library service.

c. Show innovative ways of making public library services more effective to the disadvantaged.

5.44 Coordination.

a. Coordination shall be effected by the State Library to the greatest extent possible with other sections in this State Plan and with other federal, state, and local programs.

b. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

5.5 Eligible agencies to administer disadvantaged library service programs.

Agencies eligible to administer a program for the disadvantaged under the supervision of the State Library are limited to:

a. The North Dakota State Library.

b. State agencies responsible for the care of low income families.

c. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/03.

d. School districts operating community libraries in accordance with State Library standards.

e. State or community colleges operating a regional library in accordance with State Library standards.

f. Cities and counties under special circumstances as determined by the State Library.

5.6 Criteria for determining the ability of a public agency to administer a State Library initiated project.

a. An administrator who understands and supports public library service to the disadvantaged.

b. Ability to maintain adequate financial records and an ability to prepare financial, statistical, and evaluative reports on the project.

c. Availability of staff properly trained to carry on the project effectively.

d. Availability of adequate facilities, equipment, and materials to deliver the services.

5.7 Criteria for determining feasibility of such a project.

a. Soundness of objectives and consistent with the State Plan.

b. Sound assessment of needs.

(1) Characteristics of identified group.
(2) Population of group.
(3) Location of group.
(4) Sources of information.

c. Outline of services and method of delivery.

d. Feasibility of project.

(1) Adequacy and appropriateness of materials to be utilized.
(2) Availability of trained staff.
(3) Adequacy of physical facilities.
(4) Probability of delivery of services to clientele.

e. Coordination with other educational programs to the disadvantaged.

f. Availability of sufficient local, state, and federal funds.

g. Cost-benefit and contribution to statewide program.

5.8 Eligibility for service.

Individuals who are members of low-income families in rural or urban areas are eligible for this service.

In keeping with the public library philosophy that service is freely available to all citizens, no individual shall be denied public library service because he is not deemed disadvantaged, although such service shall be charged to funds available for other projects which are coordinated with the disadvantaged project.

5.9 Evaluation of projects and programs.

5.91 Evaluation.

Evaluation of individual projects will be accomplished by local advisory groups appointed by the local administrative agency in consultation with the State Library.

Statewide evaluation of projects and programs will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

5.92 Reports.

a. Appropriate dissemination of the results of evaluation and other information pertaining to the projects and programs is required.

b. Descriptive and evaluative reports will be prepared by local, regional, and state advisory groups and submitted to the State Library at least annually. A descriptive and evaluative annual report will be prepared and published by the State Library.

5.93 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by any grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show local, state, and federal funds expended for the library program in categories required by the State Library.

6.0 Statewide Library Services.

6.1 Purpose.

The objective is to assist the people of North Dakota to develop their cultural, economic, and educational potential through the availability of adequate library service.

6.2 Description of population group.

North Dakota's population is 617,761 according to the 1970 census. The population of the state has been declining since 1930. The decline during the last decade was 2.3 percent. The migration has been from the rual areas and small towns to the major cities within the state and out-of-state. The lack of economic opportunities is caused by a dominantly agricultural economy which needs fewer people each year because of increased technological efficiency and larger farms.

The areas of growth in population and accompanied by increased employment, educational and cultural opportunities are the eight major cities, strategically located across the state separated by about one-hundred miles in each direction. It is in these centers of population that the strength of library resources and potential exists.

6.3 Assessment of needs.

In general terms, one-third of the state's population is without locally supported public library service, one-third has locally supported public library service so inadequate that its contribution to local educational and cultural opportunities is minimal, and one-third has locally supported public library service at a reasonable, though nationally inadequate, level. The latter one-third of the population is located in the major cities.

No library in the state meets state or national standards. Only twenty out of the state's fifty-three counties provide some level of public library support. Two-hundred-six of the state's three hundred-sixty incorporated cities support public library service through city or county taxes. Few of the cities and counties have a sufficient tax base to provide adequate public library service. On a statewide basis, public funds for public library service are expended in these categories:

A. Public Libraries in Cities with Population of:	Number of Cities	Percent of State Population	Percent of Total Local Library Income	Per Capita Expenditures
30,000 or more	4	26	50	$3.28
5,000 to 15,000	9	8	19	2.34
5,000 or less	47	9	6	1.24
TOTAL	60	43	75	$2.29

	Number of Cities	Percent of State Population	Percent of Total Local Library Income	Per Capita Expenditures
B. City and County Library Service Supported By Funds of 20 Counties	146	23	25	$1.85
C. Cities With No Local Supported Library Service	154	34	-0-	-0-
	360	100	100	$2.17

The greatest need for public library service is in the rural and small towns which have the least population density and declining tax base. These areas of greatest need are also those areas of greatest resistance to local tax increase for any purpose. The State Legislature has declined to take responsibility for financing rural library service, leaving it to federal funding.

6.4 Policies, programs, priorities, coordination.

6.41 Policies.

The State Library will use Library Services and Construction Act funds to achieve adequate library service to all citizens of the state.

The State Library will encourage local initiative and financial support and wide citizen participation in library development.

The State Library will seek increased state financial responsibility and support.

The State Library will foster the development of regional resource center libraries which will extend their services to their surrounding area as designated by the State Library.

Local libraries will be encouraged to affiliate with a regional resource library.

The State Library will serve as the apex of the state's system of libraries and will provide a resource of materials and services which will supplement and coordinate the services of all other libraries.

6.42 Programs.

a. Statewide library service.

The State Library provides statewide library service. This service is a supplemental service to the regional resource libraries; supplemental service to all other libraries which are not served by a regional resource library; direct service to individuals not yet served

c. Provision of the extension of service from these points of library strength to areas of the state which have no or inadequate library service. This extension of service may be by direct mail, bookmobile, stations or branches, or by other means. Such extension of service will be funded by local appropriations by participating local governments to which local library service has been extended and/or by State Library grants.

6.44 Coordination.

a. Coordination shall be effected by the State Library to the greatest extent possible with other sections in this State Plan and with other federal, state, and local programs.

b. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

6.5 Eligible agencies to administer programs.

Agencies eligible to administer a program under the supervision of the State Library is limited to:

a. The North Dakota State Library.

b. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/03.

c. State or community college libraries operating regional libraries in accordance with State Library standards.

d. School districts operating community libraries in accordance with State Library standards.

e. Cities and counties under special curcumstances determined by the State Library.

6.6 Criteria for determining the ability of a public agency to administer a project.

The following criteria are applied to public agencies to determine their ability to administer a state/federal library program in their political subdivisions:

a. Have submitted an annual report for the previous fiscal year to the State Library Commission on forms so designated.

b. Potential of meeting the North Dakota Public Library

or inadequately served by a local or regional library; direct service to state institutions, the physically handicapped, and to officials and employees of state government.

b. Regional library service.

The regional resource libraries designated by the State Library extend their services to their surrounding area under contract with the State Library. These services are to libraries and to individuals.

c. Community library service.

(1) Established local public libraries will be encouraged to affiliate with their regional library and cooperate with school media centers in their area.

(2) Communities too small in population and tax base may provide public library service by augmenting and extending the services of the school media center or the community college or state college to the community.

6.43 Priorities.

The highest priority shall be assigned to strengthening the State Library to serve citizens through local libraries and regional library systems, with library resources not available locally or regionally so that all the people of the state shall have access to the full range of reference and educational materials. The State Library is responsible for planning, coordination, and statewide library development.

Additional priorities:

a. Designating points of library strength of varying degrees and types at various locations throughout the state which will be supported in whole or in part, by resource grants from the State Library. State Standards of measurement (materials, staff, space, services) must be met or have the potential of being met in a reasonable period of time.

b. Provision of access of these points of library strength for all citizens of the state and which will be supported by service grants from the State Library. Each library participating in the State Plan must be a participant in the statewide interlibrary cooperation network and of the system in the region.

Standards set by the State Library Commission.

c. Show evidence that the applicant library serves its whole community and that services are not limited to any particular group or age.

d. Provide free and prompt interlibrary loan service for the patrons with a regional or state library.

e. Show evidence of planning for participation in a regional library system and a willingness to contract with other libraries for cooperative services, if necessary.

f. Agree to merge, consolidate, or contract their library service with other political subdivisions if, in the judgement of the State Library Commission, a more economical, efficient, and improved library service will result.

g. Show evidence of maximum local effort by levying the maximum local mill levy permitted by state law.

h. Show present funds are used economically and efficiently.

i. Show that plans are to use the grant to supplement rather than substitute for local support.

j. Show that the library or libraries have the potential of continuing the service with local funds.

k. Engage a qualified librarian in keeping with State Library standards.

l. Accept the supervision of the State Library Commission.

m. Attend meetings called by the State Library Commission.

n. Ability and willingness to maintain adequate financial records and to prepare financial, statistical, and evaluative reports on the projects.

6.7 Criteria for determining feasibility of a project.

a. Objectives consistent with State Plan.

b. Sound assessment of needs:

(1) Characteristics of identified area.
(2) Population of area.
(3) Location of area.
(4) Sources of information.

c. Outline of services and method of delivery.

d. Feasibility of project:

(1) Adequacy of staff, materials, and physical facilities.
(2) Probability of delivery of services to clientele.
(3) Cost-benefit and contribution to the statewide program.
(4) Quality and permanence of service.

e. Financial requirements:

(1) Available Library Services & Construction Act funds.
(2) Available local matching funds.
(3) Ability to sustain program.
(4) Maintenance of local effort.

f. Coordination with other services to group.

6.8 Eligibility for service.

All residents of the State of North Dakota are eligible for library service from the State Library or through a participating local or regional library.

6.9 Evaluation of projects and of programs.

6.91 Evaluation.

Evaluation of individual projects will be accomplished by local advisory groups appointed by the local library in consultation with the State Library.

Statewide evaluation will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

6.92 Reporting.

a. Appropriate dissemination of the results of evaluation and other information pertaining to the programs and projects is required.

b. Descriptive and evaluative reports will be prepared by local, regional, and state advisory groups and submitted to the State Library at least annually. A descriptive and evaluative annual report will be prepared and published by the State Library.

6.93 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by the grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show local, state, and federal funds expended for the library program in categories required by the State Library.

7.0 Planning, Research, Education.

7.1 Purpose.

The objectives are:

a. Planning: The process of planning will be a continuous effort on the part of the State Library to build and maintain a high level of library service in North Dakota.

b. Research: To gather basic data about libraries, library activities, librarians, library programs, information and reading needs, and other related information to be analyzed and synthesized for use in the planning process.

c. Education: To upgrade the educational attainment of public library staff so that a higher quality of service is available to the library user; to effectively promote the services of libraries.

7.2 Assessment of needs.

Library service in North Dakota needs improvement as has been indicated under the various sections of this Plan. Planning and research are essential components of the process of improvement and will be emphasized in this Plan.

The educational attainment of public librarians needs to be increased. North Dakota has 45 municipal public libraries, 13 county or multicounty libraries, and 15 association libraries. However, there are only 8 public librarians with master's degrees in librarianship. About 10 have college degrees in other fields. The remaining employees have little or no library education or training.

Much training needs to be done in the area of public relations, so that present library services are better known to the public and that needs are effectively presented to the various governing bodies.

7.3 Policies.

It is the policy of the State Library to provide leadership in the areas of planning, research and education so as to improve library service in North Dakota libraries.

7.4 Programs.

a. Planning and research may be undertaken by the State Library by:

(1) Engaging trained personnel in the areas of planning and research.
(2) Commissioning research projects to provide data and designs for improving library services.
(3) Appointing state, regional, and local advisory councils consisting of librarians and laymen.

b. Educational opportunities for public librarians will be provided through:

(1) Tuition reimbursement for undergraduate library science courses successfully completed at North Dakota colleges and selected correspondence schools.
(2) Workshops and institutes designed to improve the immediate and long-range quality of services in public libraries.
(3) Encourage and aid in establishing library workshops and courses in designated urban areas to facilitate upgrading of public library staff educational attainment without excessive loss of staff time.
(4) Develop and encourage on-the-job training programs.

c. A program of certification of public librarians will be instituted. Various levels of competency will be formally recognized in clearly defined categories.

7.5 Reports.

Reports prepared by research and planning groups shall be made available to the North Dakota Advisory Council on Libraries and to other interested parties.

7.6 Eligible participants.

Educational opportunities are limited to persons employed in a public library at least fifteen hours per week and who agree to continue to work in a public library for at least one year after receiving a tuition reimbursement.

Planning and research projects may be awarded to any public or private agency or person who can demonstrate competency to undertake the assignment.

7.7 Evaluation of projects and programs.

Periodic evaluation of various projects and programs will be undertaken by the State Library and/or the North Dakota Advisory Council on Libraries.

The results of such evaluations shall be reported.

8.0 Library Services to Groups of Persons.

8.1 Purpose.

The objective is to provide an opportunity to special groups of persons to develop their educational, economic, and cultural potential through the use of library service.

8.2 Description of population groups.

In North Dakota, there are 66,368 senior citizens, many of whom are not library users because of lack of interest, low reading skills, home-bound or institution-bound because of physical handicaps or lack of transportation.

There are an unknown number of physically handicapped persons who can read conventionally printed materials but cannot use traditional library service.

Pre-school children are a large group which may be target groups for public library service.

More well known groups utilizing public library services are business and professional groups and civic and cultural organizations.

Indians and other disadvantaged persons are treated elsewhere in this Plan.

8.3 Assessment of needs.

An important need in attempting to serve these population groups is to determine and locate or produce appropriate materials to satisfy their interests. Large-print books, tape cassettes of old radio programs, instructional recordings on many subjects, picture books may be suitable library materials for senior citizens. Pre-school children would require picture books, beginning readers, tape cassette recordings of stories and instructional material.

The long time users of public libraries, such as civic, professional, and cultural groups more often use the usual materials available in libraries, but are usually lacking in quantity, variety, and depth in our public libraries.

Since a physical handicap can strike a person at any stage of his development, the variety and depth of library materials would be similar to the non-handicapped. The problem would be delivery of service.

8.4 Policies, programs, priorities, coordination.

8.41 Policies.

It is the policy of the State Library that the needs of special groups of persons be considered in the provision of public library service.

8.42 Programs.

a. Service to persons in nursing homes, hospitals, and other institutions and to persons in private homes may be provided by the following methods:

(1) Special delivery service of library materials by a library staff member or a volunteer by means of a library vehicle or a private carrier.

(2) Traditional mail delivery service.

(3) Special transportation of the handicapped to the library by a library staff member in a library vehicle, or by providing free public transporation (bus or taxi), or in a private car by volunteers.

(4) Newer ways made possible by technology such as cable television.

b. Library service to senior citizens may be provided.

c. Special library services to pre-school children may be provided.

d. Special library services to business, civic, and cultural organizations may be provided.

e. Other groups which require special library services may be specified.

Personnel training.

Special training may be provided to personnel working with the physically handicapped through workshops, institutes, and informal training sessions.

Standards.

Programs shall be in accordance with appropriate national library standards, insofar as possible.

8.43 Priorities.

Priority shall be given to projects serving senior citizens and the physically handicapped with the use of Library Services and Construction Act funds.

8.44 Coordination.

a. Coordination shall be effected by the State Library to the greatest extent possible with other sections in this State Plan (such as library service to state institutions, and other physically handicapped persons who do not qualify under this section of the Plan) and with other state and local programs.

b. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

8.5 Eligible agencies to administer programs.

Agencies eligible to administer a program under the supervision of the State Library are limited to:

a. The North Dakota State Library.

b. State Departments responsible for the physically handicapped, and senior citizens.

c. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/03.

d. School districts operating community libraries in accordance with State Library standards.

e. State or community colleges operating regional libraries in accordance with State Library standards.

8.6 Criteria for determining the ability of the public agency to administer the program.

a. An administrator who understands and supports the special library services to the group proposed.

b. A library staff properly trained to carry on the project.

c. Adequate facilities, equipment, and materials to deliver the special services.

d. Evidence that present funds are being used economically and efficiently.

e. Evidence that any funds granted will supplement rather than substitute for local or state effort.

f. Ability to maintain adequate financial records and an ability to prepare financial, statistical, and evaluative reports on the project.

8.7 Criteria for determining feasibility of a project.

a. Objectives consistent with State Plan.

b. Sound assessment of needs:

(1) Characteristics of identified group.

(2) Population of group.

(3) Location of group.

(4) Sources of information.

c. Outline of services and method of delivery.

d. Feasibility of project:

(1) Adequacy of staff, materials, and physical facilities.

(2) Probability of delivery of services to clientele.

(3) Cost-benefit and contribution to the statewide program.

(4) Quality and permanence of service.

e. Financial requirements:

(1) Available Library Services and Construction Act funds.

(2) Available local matching funds.

(3) Ability to sustain program.

(4) Maintenance of local effort.

8.8 Eligibility for service.

Individuals who are part of the special group of persons designated in the project are eligible for this special library service.

8.9 Evaluation of projects and of program.

8.91 Evaluation.

Evaluation of individual projects will be accomplished by local advisory groups appointed by the local library in consultation with the State Library.

Statewide evaluation will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

8.92 Reporting.

a. Appropriate dissemination of the results of evaluation and other information pertaining to the programs and projects is required.

b. Descriptive and evaluative reports will be prepared by local, regional, and state advisory groups and submitted to the State Library at least annually.

A descriptive and evaluative annual report will be prepared and published by the State Library.

8.93 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by any grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show local, state, and federal funds expended for the library program in categories required by the State Library.

9.0 Incentive grants for the establishment and improvement of public library service.

9.1 Purpose.

The objectives are to provide Library Services and Construction Act funds as grants to improve specific library services, to demonstrate library service to unserved areas, to foster governmental re-organization of local library units, or to aid in minor remodeling of publicly owned buildings used as a public library.

9.2 Assessment of need.

a. Governmental reorganization.

North Dakota has need for governmental reorganization of local units of public library service. At minimum, those cities and counties which maintain separate library operations in the same city and in some cases in the same building, need to be merged or consolidated.

All cities in North Dakota are small by national standards and need a larger tax base than their present one. City-county and multi-county operations which would provide an adequate tax base are required for improved library service.

b. Demonstration of library service.

Since only twenty of the state's fifty-three counties support local public library service, demonstrations may be needed at the county and multi-county levels to extend service to the unserved areas and to secure local tax support.

c. Remodeling.

Minor remodeling of existing public library buildings under certain conditions can help facilitate improved library service. Many of the libraries are in old buildings and when the declining population does not warrant new construction, minor remodeling may be in order.

d. Specific library services.

Among the general inadequacies of the state's public libraries are specific inadequacies which, because of national, state, or local concern, need to be singled out for special attention and rectification. Examples of need would include drug abuse, environmental concern, and pre-school reading.

9.3 Policies.

It is the policy of the State Library to:

a. Encourage the development of enlarged local tax bases for public library service by combining city and county libraries and establishing multi-county libraries.

b. Demonstrate library service in those areas not served or inadequately served with public library service, and which have the potential of providing local tax support to sustain the service.

9.4 Programs.

a. Grants may be made to facilitate the merger or consolidation of libraries where improved library service to the public will result.

b. Grants may be made to demonstrate public library service in areas where service does not exist or is inadequate.

c. Grants may be made for minor remodeling of public libraries which will result in improved service.

d. Grants may be made for specific library services, such as drug education, environmental concern, etc.

9.5 Priorities.

Priorities for projects in this section of the State Plan:

a. Merger or consolidation.

b. Demonstration.

c. Specific library services.

d. Minor remodeling.

9.6 Eligible agencies to administer projects.

Agencies eligible to administer a project under the supervision of the State Library are limited to:

a. State Library.

b. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/03.

c. School districts operating community libraries in accordance with State Library standards.

d. State or community colleges operating regional libraries in accordance with State Library standards.

9.7 Criteria for determining the ability of a public agency to administer a project.

a. An administrator who understands and supports the need for improved public library service.

b. A library staff properly trained to carry on the project.

c. Adequate facilities, equipment, and materials to deliver the services.

d. Ability to maintain adequate financial and statistical records to permit analytical and evaluative reports.

9.8 Criteria for determining feasibility of a project.

a. Soundness of objectives and consistent with State Plan.

b. Sound assessment of needs.

c. Outline of services and method of delivery.

d. Adequacy of resources.

e. Financial requirements.

f. Coordination with other projects.

g. Cost-benefit and contribution to statewide program.

9.9 Evaluation of projects and programs.

9.91 Evaluation.

Evaluation of individual projects will be accomplished by local and regional advisory groups appointed by the State Library.

Statewide evaluation of projects and of the program will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

9.92 Reporting.

Appropriate dissemination of the results of evaluation and other information pertaining to the program and projects is required.

Descriptive and evaluative reports on programs and projects will be prepared by the local and regional advisory groups and submitted at least annually to the State Library. An annual report will be prepared and published by the State Library.

9.93 Audit.

An annual audit prepared by a state auditor or a CPA

shall be submitted by any grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show state and federal funds expended for the library program in categories required by the State Library.

10.0 Grants-in-aid to Public Libraries.

10.1 Purpose.

The objective is to provide supplemental funds to libraries so as to improve services, stimulate increased local support, and meet state standards.

10.2 Description of population.

North Dakota has sixty city and twenty county public libraries serving 448,751 people. In addition, 169,010 persons live in areas without locally supported public library services.

10.3 Assessment of needs.

Public libraries are basically supported by local property tax funds. In 1971, ninety-one percent of public library support was from local tax funds. Six percent was from federal funds administered by the State Library. Three percent was from all other sources. No state funds are available for grants to local public libraries.

The local tax base upon which public libraries depend is too small to support an adequate public library service. The mill levy limitation is four mills on city libraries and two mills on county libraries. Many libraries, particularly the counties, do not levy even the two mills permitted. State grants-in-aid would provide federal funds, and eventually state funds, to supplement the local tax base.

10.4 Policies and programs.

10.41 Policy.

It is the policy of the State Library to equalize the level of library service throughout the state. To provide supplemental funds is one method used to move toward equalization.

10.42 Program.

The formula for grants-in-aid to qualifying public libraries is:

a. The total amount of funds available for this purpose during a fiscal year will be divided into two equal parts.

b. One part will be distributed to qualifying public libraries on the basis of the number of persons living in the city or county supporting the library. Thus, if $10,000 were available to a total population of 100,000 persons, then the per capita rate would be 10¢. If a library served a city of 3,750 persons, the grant would be $375.00.

c. The second part would be distributed to qualifying public libraries on the basis of local tax effort. To those cities which supported a public library during the previous fiscal year at the rate of four mills and those counties which supported public libraries at the rate of two mills, the amount of funds available will be distributed according to the number of persons living in the city or county supporting such library. Thus, if $10,000 were available to a total population of 100,000 persons, then the per capita rate would be 10¢ per capita. In a library serving a county of 25,625 persons, the grant would be $2,562.00.

d. In lieu of a cash grant, the State Library may provide:

(1) Credit for the purchase of library materials at the State Library or at a regional library.

(2) Services from the State Library or from a regional library.

10.5 Eligible libraries to receive grants-in-aid.

To qualify for a grant-in-aid, the public library is required to:

a. Be established and maintained according to the North Dakota Century Code sections 40-38-01 and 40-38-02.

b. Have a board of directors appointed and serve according to North Dakota Century Code 40-38-03.

c. Have an annual audit by a state auditor or a CPA and forward a copy to the State Library.

d. Provide free library service to all persons in the city and/or county supporting the library.

e. Submit an annual report to the city and/or county supporting the library and to the State Library.

f. Be open to the public at least fifteen hours a week; one-fifth of the hours must be evening hours.

g. Maintain local financial effort at a level at least as high as the previous fiscal year.

h. Levy at least 2 mills on the net assessed valuation in cities and 1 mill on the net assessed valuation in counties.

10.6 Evaluation.

At least every two years, before the convening of the State Legislature, evaluation of state grants-in-aid shall be done by an advisory group appointed by the State Library.

10.7 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by the grantee to the State Library within twelve (12) months after the close of the fiscal year in which the grant was awarded. The audit shall show funds expended for the library program in categories required by the State Library.

11.0 Interlibrary Cooperation (Library Services and Construction Act, Title III).

11.1 Purpose.

The objective is the systematic and effective coordination of the resources and services of public, school, academic, and special libraries and other special information centers so that improved services of a supplementary nature is achieved to the special clientele (users) served by each type of library or center.

11.2 Description of population group.

There are eleven public and four private academic libraries; sixty municipal public libraries; thirteen county and multi-county public libraries; two-hundred-fifty school libraries; and thirty special libraries in North Dakota. These libraries are listed in the Directory of North Dakota Libraries, published annually by the State Library. The combined resources of materials and staff is enormous when compared to any one library. There are over 1,000,000 books and related materials and many professional staff members and other specialists available.

11.3 Assessment of needs.

All libraries in North Dakota are inadequate by national or state standards. No library is an island unto itself, that is, self-sufficient for all the needs of its clientele.

While each library is different in character and usage, sufficient common ground exists in technical processes and in policies of use that a network of interlibrary cooperation is needed and is feasible to supplement each other's needs.

11.4 Policies, programs, priorities, coordination.

11.41 Policies.

The State Library believes that all library resources in the state should be interrelated to the end that all kinds of libraries are fully utilized to make it possible for all North Dakota residents to have the opportunity to obtain the services and materials needed.

The State Library believes that the primary library service to the clientele of each kind of library is the responsibility of the library and its parent

agency. Nothing in this State Plan shall be construed to the contrary, therefore, library service to students in relation to class assignments is the prime responsibility of the school in which the student is enrolled. Other libraries may provide supplementary service to the student through the school library or directly as local procedures permit.

Public library responsibility is to the whole community from which it receives its support and should apportion its services to the needs of the community, taking into consideration other library, reading, or informational resources so as to minimize unnecessary duplication of materials and services.

11.42 Programs.

a. Statewide network.

The North Dakota Network for Knowledge is maintained and operated by the State Library. It is a central catalog of library materials (print and audio-visual) located in Bismarck, consisting of the holdings of the twenty-five largest libraries in the state. It is also a communication network by means of teletype, WATS, and mail, connecting all libraries in the state to this central catalog.

The State Library also contracts with the Bibliographic Center for Research in Denver, Colorado, for the location and supply of materials not available in North Dakota. The State Library also deals with the Library of Congress in Washington, D. C. and other large libraries such as Linda Hall, Kansas City, Missouri, and Center for Research Libraries, Chicago, Illinois.

b. Regional networks.

Regional networks encompassing various types of libraries may also be established as part of the State Network.

c. Coordination of libraries.

Coordination of library materials and services on a statewide, regional, or local basis is another program. Coordination projects under this program would include:

(1) Studies or surveys to determine the need and the feasibility of library service coordination; planning for interlibrary cooperation.

(2) A staff coordinator to expedite a local or regional project.

(3) Compilation and publishing of union lists of materials or services on a local, regional, or statewide basis.

11.43 Priorities.

Priority shall be given to projects in this order:

a. Statewide.

b. Regional.

c. Local.

and to:

a. Studies or surveys.

b. Compilation of lists.

c. Hiring of staff.

11.44 Coordination.

a. Coordination shall be implemented by the State Library to the greatest extent possible with other federal, state, and local projects.

b. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

11.5 Eligible agencies to administer programs.

Agencies eligible to administer a project under the supervision of the State Library are limited to:

a. The North Dakota State Library.

b. State supported academic libraries.

c. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/03.

d. School districts operating community libraries in accordance with State Library standards.

11.6 Criteria for determining the ability of a public agency to administer a project.

a. An administrator who understands and supports interlibrary cooperation.

b. A library staff properly trained to carry on the project.

c. Adequate facilities, equipment, and materials to deliver the services.

d. Ability to maintain adequate financial and statistical records to permit analytical and evaluative reports.

11.7 Criteria for determining feasibility of a project.

a. Objectives consistent with State Plan.

b. Sound assessment of needs.

c. Outline of services and method of delivery.

d. Adequacy of resources.

e. Financial requirements.

f. Coordination with other projects.

g. Participants shall include at least two types of libraries; (e.g. public and school; public and academic).

11.8 Eligibility for service.

All North Dakota libraries are eligible to participate in the use of the interlibrary cooperation program. Privately supported libraries are not eligible to receive funds from the State Library, but are encouraged to benefit from the improved services rendered by the cooperation.

All North Dakota residents are eligible to utilize the materials and services available under this program through their local library or through the State Library.

11.9 Evaluation of projects and program.

11.91 Evaluation.

Evaluation of individual projects will be accomplished by regional advisory groups appointed by the State Library. Statewide evaluation of projects and of the program will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

11.92 Reporting.

Appropriate dissemination of the results of evaluation and other information pertaining to the program and projects is required.

Descriptive and evaluative reports will be prepared by regional advisory groups and submitted at least annually to the State Library. An annual report will be prepared and published by the State Library.

11.93 Audit.

An annual audit prepared by a state auditor or a CPA

shall be submitted by any grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show state and federal funds expended for the library program in categories required by the State Library.

12.0 Public Library Construction (Library Services and Construction Act, Title II).

12.1 Introduction.

Federal Library Services and Construction Act funds under Title II are allotted to the State Library for the purpose of paying the federal share of the cost of public library construction projects which result in a usable public library building and is in conformance to the North Dakota State Plan. The maximum federal share is sixty percent of eligible costs of a project. The State Library has been designated the agency to administer the public library construction funds in North Dakota.

12.2 Eligible costs of construction.

The following costs are eligible at the discretion of the State Library if incurred after the date of project approval:

a. Erection of new buildings to be used for public library facilities;

b. Expansion, remodeling, and alteration (as distinguished from maintenance and repair) of existing buildings to be used for public library purposes;

c. Expenses (other than interest and the carrying charges on bonds) related to the acquisition of land on which there is to be construction of a new building or expansion of an existing building which are incurred within three fiscal years preceding the fiscal year in which the project was approved by the State Library, and if such expenses constitute an actual cost or transfer of public funds.

d. Site grading and improvement of land on which such facilities are located;

e. Architectural, engineering, and inspection expenses incurred subsequent to site selection;

f. Expenses (other than interest and the carrying charges on bonds) related to the acquisition of an existing building to be used for public library facilities, if such expenses constitute an actual cost or transfer of public funds.

g. Expenses related to the acquisition and installation of initial equipment to be located in a public library facility provided by a construction project, including all necessary building fixtures and utilities, office furniture, and public library equipment such as library shelving and filing equipment, card catalog cabinets, circulation desks, reading tables and study carrels, book-lifts, elevators, and information retrieval devices (but not books or other library materials).

12.3 Definitions.

a. "Construction" includes construction of new building and acquisition, expansion, remodeling, and alteration of existing buildings, and initial fixed equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land).

b. "Movable equipment", as distinguished from consumable supplies and other materials, means a movable article or set of articles which meets all the following conditions:

(1) The article retains its original shape and general appearance with reasonable care and use over a period of at least one year;

(2) It is nonexpendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit;

(3) It does not lose its identity through incorporation into a different or more complex unit or substance.

The term "fixed equipment" includes machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them; and all other items necessary for the functioning of a particular facility as a facility for the provision of library services.

c. "Library materials" means books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, printed, published, and audiovisual materials, non-conventional materials designed specifically for the handicapped, and other materials of a similar nature.

d. "Library service" means the performance of all activities of a library relating to the collection and organization of library materials and making the materials and information of a library available to the public or a special clientele.

e. "Public library" means a library that serves free of charge all residents of a community, district, or region without discrimination and receives its financial support in whole or in part from public funds. The term does not include libraries such as law, medical, school, and academic libraries, which are organized to serve a special clientele or purpose.

f. "Public library services" means library services which are provided by or on behalf of a public library free of charge. The term does not include those library services that are properly the responsibility of the schools.

g. "State Library" means the North Dakota State Library Commission.

12.4 Eligibility to participate in the State Plan.

Eligibility is limited to:

a. The State Library which provides free library service to all residents of the state.

b. Public libraries which are established, governed, and maintained according to North Dakota Century Code 40-38-01/09 and provide free library service to all residents of their city or county.

c. Public school districts which provide free library service to all residents of their district.

d. State or community colleges operating regional libraries in accordance with State Library standards.

12.5 Criteria for evaluating applications by public libraries:

a. The existing library facility must be inadequate as defined by the North Dakota Public Library Standards.

b. The proposed library facility must be adequate as defined by the North Dakota Public Library Standards.

c. The proposed library facility must be located and planned so as to have a potential for service to an area larger than the present service area unless their service area is deemed adequate by the State Library.

d. The governing body of the library must have plans for the extension of or cooperation in services to areas outside their present tax supported areas if deemed necessary by the State Library.

e. The applicant public library's building program statement.

f. The applicant public library must:

(1) Have local funds available to match federal funds.

(2) Agree to terms specified by the state and federal laws, rules, and regulations.

(3) Have submitted an annual report for the previous fiscal year to the State Library Commission on forms so designated.

(4) Have potential of meeting the North Dakota Public Library Standards.

(5) Show evidence that the applicant library serves its whole community and that services are not limited to any particular group or age.

(6) Provide free and prompt interlibrary loan service for the patrons with a regional or the State Library.

(7) Show evidence of planning for participation in a regional library system and a willingness to contract with other libraries for cooperative service, if necessary.

(8) Agree to merge, consolidate, or contract their library service with other political subdivisions if, in the judgement of the State Library, a more economical, efficient, and improved library service will result.

(9) Show evidence of maximum local effort by levying the maximum local mill levy permitted by state law.

(10) Show present funds are used economically and efficiently.

(11) Show that the library has the financial ability to provide library service with local funds in accordance with the State Library standards.

(12) Engage a qualified librarian in keeping with State Library standards.

(13) Accept the supervision of the State Library Commission.

(14) Have the capability of administering the state/federal program.

(15) Be able to prepare adequate reports to assure an evaluation of the state/federal program.

(16) Agree that the facility to be constructed, expanded, remodeled or altered will continue to be used for public library service for a period of at least twenty years.

12.51 Criteria for evaluating applications received by public school districts or state and community colleges:

a. The existing school library facility must be inadequate to provide library service to the community as defined by the North Dakota Standards for Community Library Service.

b. The proposed school library facility must be adequate to provide library service to the community as defined by the North Dakota Standards for Community Library Service.

c. The applicant's community library building statement.

d. The applicant must:

(1) Have local funds available to match federal funds.

(2) Agree to terms specified by state and federal laws, rules, and regulations.

(3) Have potential of meeting the North Dakota Community Library Standards set by the State Library Commission.

(4) Show evidence that the applicant library serves its whole community and that services are not limited to any particular group or age.

(5) Provide free and prompt interlibrary loan service for the patrons with a regional or the State Library.

(6) Show evidence of planning for participation in a regional library system and a willingness to contract with other libraries for cooperative services, if necessary.

(7) Show evidence of maximum local financial effort.

(8) Show present funds are used economically and efficiently.

(9) Show that the library has the financial ability to provide library service with local funds.

(10) Engage a qualified librarian in keeping with State Library standards.

(11) Accept the supervision of the State Library Commission.

(12) Be able to prepare adequate reports to assure an evaluation of the state/federal program.

(13) Agree that the facility to be constructed, expanded, remodeled, or altered will continue to be used for public library service.

12.6 Priorities in the allocation of funds.

a. Levels of service.

(1) The North Dakota State Library.

(2) Those communities which serve as the headquarters library of a regional system of libraries and which have local matching funds on hand.

(3) Those communities which have local matching funds on hand and which serve as a participating unit in a regional system of libraries receiving service from a center for a regional system of libraries.

(4) Those communities which have local matching funds on hand and which have an inadequate or no public library.

b. Types of construction.

(1) The construction of a new public library facility or the addition to an existing public library facility shall have priority over the remodeling of an existing public library facility.

(2) The remodeling of an existing public library facility shall have priority over the purchase and remodeling of an existing facility to be used as a public library.

(3) The acquisition of an existing building to be used for a public library shall be considered only if the criteria as set forth in the State Plan is met.

12.7 Procedures for administering the State Plan for construction.

a. Announcement of the availability of the Public Library Construction Funds.

b. Mailing of application forms by the State Library and setting a deadline for their return.

c. Determination of eligibility and priorities according to the State Plan.

d. Review and approval or rejection of applications by the State Library.

e. Reassignment of Public Library Construction Funds if approved projects fail to materialize.

f. Acceptance and use of Public Library Construction Fund reallocations from the federal office for additional projects if some become available.

g. Payments:

(1) Payments on projects in which the federal share is $10,000 or more shall be scheduled as follows:

30% of total grant at time of groundbreaking or initial construction;

30% of total grant at time project is 50% completed;

30% of total grant at time project is 100% completed;

10% of total grant at time the final audit of funds is approved by the State Librarian.

(2) Payments on projects on which the federal share is less than $10,000 shall be scheduled as follows:

90% of total grant at time of groundbreaking or initial construction;

10% of total grant at time the final audit of funds is approved by the State Librarian.

h. An opportunity for a fair hearing shall be communicated to each local public library board or other public agency whose application for Public Library Construction Funds has been denied. Such communication shall be in writing and mailed no later than three (3) days following the time at which the decision is reached. All requests for fair hearings shall be made in writing to the State Librarian within ten (10) days following notification of the decision made on the application.

12.8 Terms and conditions.

12.81 Finance.

a. Prior to final approval of a project, local match-

ing funds must be certified by the responsible local governmental authority as available for use at the time that the contract for construction, expansion, remodeling or alteration is awarded.

b. Gifts, donations and building funds, raised through local campaigns for public library construction projects, must be in cash and deposited in accordance with local laws and regulations to the account of the local governmental authority or agency thereof, and without such conditions as would negate their character as public library funds. If local matching funds are withdrawn after a project is approved by the State Library, the federal funds allocated to that project will be used on other eligible projects.

12.82 Land and buildings.

a. Before a construction project can be approved, title to land to be used or existing library building must be legally held by the library board or by the governmental authority designated by law to hold such title.

When the purchase of land is a part of a proposed construction project and land value is to be used as local matching, there must be a valid option to buy before the project can be finally approved.

b. The purchase price of land for public library construction may be used for matching if acquired no more than three fiscal years prior to approval of the project by the State Library. Land purchased more than three fiscal years prior to approval cannot be used as part of local matching funds. The cost of buildings on land purchased as a library building site cannot be included as part of local matching funds. The cost of buildings purchased for remodeling can be used to match federal funds provided the building is purchased after approval of the project.

c. Value of land donated <u>cannot</u> be used for matching.

12.83 Building plans.

a. A licensed North Dakota architect must be employed.

b. Complete and detailed construction plans must be furnished the State Library for final approval.

c. Plans, where possible, should include means of expanding the library building in the future.

d. Applicable building codes (county, city, state) must be met.

12.84 Equipment.

a. A list of the equipment to be used in new building

or the areas to be remodeled, expanded or altered must be submitted to the State Library Commission and indicate the location of the equipment in the building.

b. Wherever possible, equipment shall be purchased on a bid basis with specifications submitted to several suppliers.

12.85 Records.

a. All records concerning the expenditure of funds for approved projects will be kept together and separate from all other library and governmental records. These records will be held until such time as the State Library notifies the agency as to their disposal.

b. Representatives of the State Library will have access to these records at all times during construction.

c. These records are to include:

(1) Copies of all final contracts.

(2) Copies of the weekly payrolls of all contractors and subcontractors.

(3) All other bills, receipts and other essential information pertaining to the project.

12.86 Audits.

a. The local library will engage a certified public accountant or a state auditor to an audit after the project is certified completed by local library board and architect but before the final payment of alloted federal funds is made to the local library.

b. A copy of the audit will be sent to the State Library for review and acceptance before final payment of federal funds will be made.

c. Audits are the responsibility of local libraries.

12.87 Other conditions.

a. Final drawings and specifications. The final working drawings and specifications will be submitted to the State Library for final approval before the project is placed on the market for bidding.

b. Interest in site. The state or local governing body has or will have a free simple title or such other estate or interest in the site, including access thereto, as is sufficient to assure undisturbed use and possession of the facilities

for not less than the expected useful life of the facility.

c. Construction starting and completion dates. Construction contracts shall be entered into within twelve (12) months following the State Librarian's approval of projects and completed within twenty-four (24) months after the start of construction.

d. On-site supervision and inspection. Architectural or engineering supervision and inspection will be provided at the construction site to insure that the completed work conforms to the approved plans and specifications; and representatives of the State agency will have access at all reasonable times; for the purpose of inspection, to all construction work being done under the Act, and the contractor will be required to facilitate such access and inspection.

e. Progress reports. The local agency undertaking the construction will furnish progress reports and such other information relating to the proposed construction as the state agency may require.

f. Interest in completed facilities. Upon completion of the construction, title to the facilities will be in and retained by a public state or local agency. (20 U.S.C. 355a, 355b, 1232b; 33 U.S.C. 466 note, 701 note; 42 U.S.C. 2,000 E note, 4151-4156, 4321-4347).

g. Pro-rating of costs. Where the library is to be a portion of a building or attached to another building, the contracts shall clearly define the dollar amounts and square footage of the areas to be used exclusively for public library purposes.

h. Purchase of existing building. An existing facility shall be examined by a registered architect and/or a structural engineer to determine its structural soundness.

i. Fire and safety codes. In developing plans for public library facilities, the local and state codes with regard to fire and safety will be observed; and in situations where local and state codes do not apply, Uniform Building Code and Life Safety codes shall be observed.

j. Compliance with National Environmental Policy of 1969. The public library shall comply with whatever procedures may be established by the State and Federal government to implement section 102 (2) (c) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332 (2) (C).) and Executive Order No. 11514 (42 U.S.C. 4321 note).

k. Water pollution. The public library shall comply with whatever policies and procedures are established by the government to implement Executive Order No. 11288 (33 U.S.C. 406 note) with regard to the prevention of water pollution.

l. Uniform Relocation Assistance and Real Property Acquisition Act. The applicant must be able to comply with this Act (PL 91-646).

m. National Historic Preservation Act. The applicant must be able to comply with this Act.

12.88 Construction contracts.

The applicant library shall assure the State Library that the following terms and conditions will be complied with on the construction project approved by the State Library:

a. Labor standards. All laborers and mechanics employed by contractors and subcontractors on the construction project will be paid wages at rates not less than those prevailing as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5) and 29 CFR Part 1 (29 F.R. 95), and shall receive overtime compensation in accordance with, and otherwise comply with, the provisions of the Contract Work Hours Standards Act (40 U.S.C. 327-333); that such contractors and subcontractors shall comply with the provisions of 29 CFR Part 3 (42 U.S.C. 2,000 E note); and that all construction contracts and subcontracts shall incorporate the contract clauses required by 29 CFR 5.5 (a) and (c) (29 F.R. 100, 101, 13463).

b. Equal employment opportunity. Construction contracts exceeding $10,000 shall include the employment and nondiscrimination clause prescribed by section 203 of Executive Order No. 11246 of September 24, 1965 (42 U.S.C. 2,000 E note), and that they shall otherwise comply with the requirements of section 301 of said Executive Order.

The library will comply with all regulations in accordance with Title VI of the Civil Rights Act of 1964.

c. Avoidance of flood hazards. In the planning of the construction of library facilities under the Act, the public library shall, in accordance with the provisions of Executive Order No. 11296 of August 10, 1966 (33 U.S.C. 701 note), and such rules and regulations as may be issued by the State and Federal government to carry out those provisions, evaluate flood hazards in connection with such library facilities, and, as far as practicable, avoid the uneconomic, hazardous, or unnecessary use of flood plains in connection with such construction.

d. Accessibility to handicapped persons. Except as otherwise provided for in the regulations issued

by the Administrator of General Services (41 CFR Part 101-17) to implement Public Law 90-480 (42 U.S.C. ch. 51), the library facility shall be designed, constructed, or altered with funds under the Act in accordance with the maximum standards contained in the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped, Number A117.1-1961," approved by the American Standards Association, Inc. (subsequently changed to United States of America Standards Institute). The completed library facility shall display in a prominent place the "International Symbol of Access for the Handicapped".

e. Competitive bidding. All construction contracts shall be awarded to the lowest responsive and responsible bidder on the basis of open competitive bidding, and whenever possible there shall be three or more bidders. The State Librarian shall review bid documents for required inclusion of wage determination and compliance with federal wage and nondiscrimination regulations.

f. Elaborate or extravagant design or materials. The project will be undertaken in an economic manner and will not be elaborate or extravagant in design or materials. This includes designs that may result in uneconomical heating, lighting and maintenance costs.

g. Display of signs. The sites of the construction project shall display a sign stating that federal funds under the Library Services and Construction Act and the North Dakota State Library are being used for such construction. When specifications call for a plaque in the completed building indicating the date of completion and source of funds, the federal funds under the Act and the North Dakota State Library shall be noted.

12.9 State and Regional Clearinghouse approval.

All applications for construction must be reviewed by the State Clearinghouse and by the Regional Clearinghouse in those areas of the state where required.